



**Royal Canadian Mounted Police**  
**Gendarmerie royale du Canada**

RETURN BIDS TO:  
 RETOURNER LES SOUMISSIONS:  
**F Division**  
**Procurement & Contracting Services**  
**c/o Commissionaire**  
**6101 Dewdney Avenue**  
**Regina, SK S4P 3J7**

**Fax No. – No de FAX: 306-780-3466**

**REQUEST FOR STANDING OFFER**  
**DEMANDE D'OFFRE À**  
**COMMANDES**

Regional Individual Standing Offer (RISO)  
 Offre à commandes individuelle regionale  
 (OCIR)

Proposal to: Royal Canadian Mounted Police.  
 We hereby offer to sell to Her Majesty the Queen  
 in right of Canada, in accordance with the terms  
 and conditions set out herein, referred to herein  
 or attached hereto, the goods, services and  
 construction listed herein and on any attached  
 sheets at the price(s) set out therefor.

Proposition aux: Gendarmerie royale du  
 Canada. Nous offrons par la présente de vendre  
 Sa Majesté I Reine du chef du Canada, aux  
 conditions énoncées ou incluses par référence  
 dans la présente et aux annexes ci-jointes, les  
 biens, services et construction énumérés ici sur  
 toute feuille ci-annexée, au(x) prix indiqué(s).

**THIS RFSO CONTAINS A SECURITY**  
**REQUIREMENT**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Telephone No. -**  
**no de téléphone:**

**Fax No. – No de FAX:**

<b>Title-Sujet:</b> Floor Covering and Tile Installer, Regina, SK		<b>Date</b> 02 December 2013
<b>Solicitation No. - No. de l'invitation</b> M9424-4-3661/B		
<b>Client Reference No. - No. De Référence du Client</b> 827029		
<b>GETS Ref No. - No de r éf. De SEAG</b> PW-13-00542950		
<b>Solicitation Closes -L'invitation prend fin</b> <b>at - à 02:00 PM Central Standard Time</b> <b>on - le 17 December 2013</b>		
<b>F.O.B. -</b> <b>F.A.B.</b> Destination	<b>GST - TPS</b> see herein-ci-inclus	<b>Duty - Droits</b> see herein-ci- inclus
<b>Destination of Goods and Services: Destinations des</b> <b>biens et services:</b> Royal Canadian Mounted Police 5600 - 11th Ave Regina, Saskatchewan S4P 3J7		
<b>Invoices - Original and two copies to be sent to:</b> <b>Factures - Envoyer l'original et deux copies:</b> Refer to Invoicing Instructions, as per Call-up.		
<b>Address Inquiries to: - Adresser toute demande de</b> <b>renseignements:</b> Teresa Hengen		
<b>Telephone No. - No de</b> <b>téléphone</b> 306-780-8179		<b>Fax No. – No de</b> <b>FAX:</b> 306-780-3466
<b>Name and title of person authorized to sign on behalf</b> <b>of Vendor/Firm - Nom et titre de la personne autorisée</b> <b>à signer au nom du fournisseur/de l'entrepreneur</b>		
_____		_____
Name		Title
_____		_____
Signature		Date



---

## **TABLE OF CONTENTS**

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Security Requirement
4. Health & Safety
5. Debriefings

### **PART 2 - OFFEROR INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Offers
3. Enquiries - Request for Standing Offers
4. Applicable Laws

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

1. Offer Preparation Instructions

### **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Certifications Precedent to Issuance of a Standing Offer

### **PART 6 – SECURITY**

1. Security Requirement
2. Insurance Requirement

### **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

#### **A. STANDING OFFER**

1. Offer
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Standing Offer
5. Authorities
6. Identified Users
7. Call-up Instrument
8. Limitation of Call-ups
9. Financial Limitation
10. Priority of Documents
11. Certifications



## 12. Applicable Laws

### **B. RESULTING CONTRACT CLAUSES**

General Conditions:

- GC1 General Provisions
- GC2 Administration of the Contract
- GC3 Execution and Control of the Work
- GC4 Protective Measures
- GC5 Terms of Payment
- GC6 Delays and Changes in the Work
- GC7 Default, Suspension or Termination of Contract
- GC8 Dispute Resolution
- GC9 Insurance

Supplementary Conditions

- Fair Wages and Hours of Labour - Labour Conditions
- Allowable Costs for Contract Changes Under GC6.4.1

#### **List of Annexes:**

- Annex A -Statement of Work
- Annex B -Basis of Payment
- Annex C –Health and Safety
- Annex D -Security Requirements Checklist
- Annex E –Offer
- Annex F – PWGSC Form 2829
- Annex G – Journeyperson Flooring Covering Certification



---

## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Request for Standing Offers (RFSO) template is divided into seven parts:

- Part 1: General Information: provides a general description of the requirement;
- Part 2: Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3: Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4: Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;
- Part 5: Certifications: includes the certifications to be provided;
- Part 6: Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7: 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A: includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B: includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

Annexes: Statement of Work, Basis of Payment, Health and Safety, Security Requirement Checklist, Offer and PWGSC Form 2829.

### **2. Summary**

Work under this Standing Offer will involve, but not be limited to, providing labour, equipment, supervision and materials for floor covering and tile installer at the Royal Canadian Mounted Police Academy, Depot Division, Forensic Lab and F Division in Regina, Saskatchewan as requested by the Royal Canadian Mounted Police (RCMP) in the form of call ups. Services are to be provided on an "as required basis". It is anticipated that one firm will be issued a Standing Offer. The Standing Offer will be issued for a period of one (1) year with the option to extend the term of the Standing Offer for two (2) additional one (1) year option periods. The total estimated expenditure for the first year is \$200,000.00 excluding GST/HST.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).



### 3. Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 – Security and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses.

### 4. Health & Safety Requirements

There are Health & Safety requirements associated with this requirement. See Annex C.

### 5. Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be provided in writing, by telephone or in person.

## PART 2 - OFFEROR INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/ach-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this RFSO is issued by RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this RFSO, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

**This bid solicitation cancels and supersedes previous bid solicitation number M9424-4-3661/A dated 18 October 2013 with a closing of 05 November 2013 at 2:00 pm Central Standard Time. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.**

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2013-06-01) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Section 01 – Code of Conduct and Certification – Offer of 2006 referenced above is amended



as follows:

**Delete** subsection 1.4 and 1.5 in their entirety.

Subsection 5.4 – Submission of Offers of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

**Delete:** sixty (60) days

**Insert:** ninety (90) days

Subsection 07 – Delayed Offers of 2006, Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements, is amended as follows:

**Delete** in its entirety.

Subsection 09 – Customs Clearance of 2006, Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements, is amended as follows:

**Delete** in its entirety.

## **2. Submission of Offers**

Offers must be submitted only to Royal Canadian Mounted Police (RCMP) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offer. Offers received after the offer closing date will not be considered.

### **2.1 Firm Price and/or Rates**

The Offeror is required to submit firm price rates that will apply for the entire period of the Standing Offer.

## **3. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered. Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that Offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

## **4. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in



Saskatchewan. Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Offerors.

### **PART 3 - OFFER PREPARATION INSTRUCTIONS**

#### **1. Offer Preparation Instructions**

Canada requests that Offerors provide their offer as follows:

Type or legibly print the Offeror's full business name, address, telephone number, fax number and sign and date the offer form in the space provided for that purpose on page 1 of the Request for Standing Offer and submit along with the Technical (Annex G) and Financial (Annex E) Offer.

Section I: Technical Offer (one hard copy)

Section II: Financial Offer (one hard copy)

Section III: Certifications (one hard copy)

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer. Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Offer**



In their technical offer, offerors should demonstrate how they meet the mandatory requirement. See Annex G, Journeyperson Floor Covering Installer Certification.

## **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with Annex B, Basis of Payment.

### **Payment by Credit Card**

Canada requests that offerors complete one of the following:

- (a) ( ) Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted: VISA \_\_\_\_\_ Master Card \_\_\_\_\_

- (b) ( ) Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

## **Section III: Certifications**

Offerors must submit the certifications required under Part 5.

### **2. Revision of Offer**

1. An offer submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of bids, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall be on the offeror's letterhead or bear a signature that identifies the Bidder.
2. A revision to a bid that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. A letter or facsimile submitted to confirm an earlier revision shall be clearly identified as a confirmation.
4. Failure to comply with any of the above provisions shall result in the rejection of the non-compliant revision(s) only. The bid shall be evaluated based on the original bid submitted and all other compliant revision(s).
5. Facsimile number for receipt of revisions: 306-780-3466





**3. Taxes**

The offeror is responsible for all applicable taxes.

1. Offerors are not to include any amounts for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, and the GST/HST shall not be included when calculating the amount of any bid security or contract security that may be required. Any amount levied in respect of the GST/HST shall be billed as a separate item in a progress claim submitted by the Contractor, and shall be paid to the Contractor in addition to the amount approved by Canada for work performed under the Contract. The Contractor shall be required to remit the appropriate amount to the Canada Revenue Agency in accordance with the applicable legislation.

2. The Federal Government is exempt from the Quebec Sales Tax (QST). Offerors shall not include in their prices any amount that is intended to cover the QST on goods and services performed in the execution of the Work except for such amounts for which an Input Tax Refund is not available. The successful Offeror should make arrangements directly with the Province of Quebec to recover any QST paid by it in performing the Work under the resulting Contract.

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

**1. Evaluation Procedures**

(a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the offers.

**1.1. Technical Evaluation**

**1.1.1 Mandatory Technical Criteria**

Offers not meeting the following Mandatory Requirement at the time of closing will be deemed non-complaint and receive no further consideration.

a) Journeyperson Floor Covering Installer – Offeror must have in their employ at least one Interprovincial Red Seal Journeyperson Floor Covering Installer. Employee(s) names must be identified in Annex G and annex submitted with the offer.

**1.2 Financial Evaluation**

$(1a \times 10) + (1b \times 10) + (2a \times 5) + (2b \times 5) + (4a \times 80) + (4b \times 80) + (5a \times 10) + (5b \times 10) + (7a \times 10) + (7b \times 10) + (8a \times 5) + (8b \times 5) + (10a \times 80) + (10b \times 80) + (11a \times 10) + (11b \times 10) + (13a \times 10) + (13b \times 10) + (14a \times 5) + (14b \times 5) + (16a \times 80) + (16b \times 80) + (17a \times 10) + (17b \times 10) = \text{Total Evaluated Price.}$

These numbers are estimated usage for cost evaluation purposes only and do not constitute a guarantee or commitment on behalf of Canada of the quantity or amount to be used under the



Standing Offer.

Refer to Unit Price Schedule at Annex E. A price must be entered for each item.

## **2. Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

## **PART 5 - CERTIFICATIONS**

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

### **1. Mandatory Certifications Required Precedent to Issuance of a Standing Offer**

#### **1.1 Code of Conduct and Certifications - Related documentation**

**1.1.1** By submitting an offer, the Offeror certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting an offer, the Offeror certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Offeror, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any offer in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Offeror and any of the Offeror's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the entire period of the Standing Offer and any call-ups made against the Standing Offer.

### **2. Additional Certifications Precedent to Issuance of a Standing Offer**



The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

### **2.1 Status and Availability of Resources**

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability.

### **1.2 Federal Contractors Program - Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

### **1.3 Former Public Servant Certification**

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In



order to comply with Treasury Board policies and directives on contracts with FPS, offerors must provide the information required below.

#### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension? YES ( ) NO ( )

If so, the Offeror must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Offerors agree that the successful Offeror's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites



as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES ( ) NO ( )

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

### **Certification**

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

## **PART 6 - SECURITY AND INSURANCE REQUIREMENTS**

### **1. Security Requirement**

1. Before issuance of a standing offer, the following conditions must be met:

- (a) the Offeror must ensure each employee working on site hold a valid security clearance as indicated in Part 7A - Standing Offer;



- (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A – Standing Offer;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
  3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

## **2. Insurance Requirements**

### SACC Manual Clause M9015T(2011-05-16) Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in SACC Manual Clause R2590D(2011-05-16) GC9-Insurance.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

### **Exception to R2590D Insurance Terms; GC 9.2 Proof of Insurance**

RCMP'S FORM - RCMP CERTIFICATE OF INSURANCE / ATTESTATION D'ASSURANCE – GRC is to be used. See APPENDIX 1.



## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Part 7(A) - Offer – attached at Annex E**

- .1 Offer
- .2 General Provisions
- .3 Financial Terms
- .4 Prices

#### **2. Security Requirement**

The successful Contractor MUST:

- a) ensure that all persons working on site hold a valid Facility Access with Escort security clearance issued by RCMP Departmental Security Section.
- b) ensure security identification tags are picked up each morning and dropped off each night at the Security Desk located at Fort Dufferin during the performance of all work on RCMP grounds, if required, government issued photo identification must be shown when picking up security identification tags;
- c) sign in at the Reception Desk at the Works Building prior to starting any work and sign out upon leaving at the end of the day, unless otherwise instructed.

#### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this Standing Offer and resulting contract(s) are issued by RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.



1) 2005 (2012-11-19) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

Section 11 Code of Conduct and Certifications – Standing Offer of 2005 referenced above is amended as follows:

**Delete** subsection 11.4 in its entirety.

2) Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be assessed from the Web site:

[http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment\\_standards/contracts/schedule/index.shtml](http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml)

3) Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be assessed from the Web site:

[http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment\\_standards/contracts/schedule/index.shtml](http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml)

#### **4. Term of Standing Offer**

##### **4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from award date for one (1) year.

##### **4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional one (1) year option periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority is:

Teresa Hengen

Procurement Officer

Royal Canadian Mounted Police

Procurement & Contracting Services Unit

Regina, SK S4P 3J7

Telephone: 306-780-8179

Facsimile: 306-780-3466





The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, she is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

## **5.2 Departmental Representative**

The Departmental Representative for the Standing Offer is identified in the call-up against the Standing Offer. The Departmental Representative is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

## **5.3 Offeror's Representative**

*To be completed upon award*

## **6. Identified Users**

The Identified User authorized to make call-ups against the Standing Offer is: Royal Canadian Mounted Police

## **7. Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 2829, Call-up Against a Standing Offer or electronic document.

## **8. Limitation of Call-ups**

Individual call-ups against the Standing Offer must not exceed \$60,000.00 (Goods and Services Tax or Harmonized Sales Tax excluded).

## **9. Financial Limitation**

The maximum amount payable by Her Majesty for all call ups issued pursuant to the Standing Offer(s) shall not exceed the amount of \$200,000.00 (Goods and Services Tax or Harmonized Sales Tax excluded).

## **10. Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the call up against the Standing Offer, including any annexes and any amendments;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2012-11-19), General Conditions - Standing Offers Goods or Services
- d) any amendment or variation in the Standing Offer that is made in accordance with the terms and conditions of the Standing Offer;
- e) the general conditions dated and listed in Part 7B, Resulting Contract Clauses;



- f) the supplemental general conditions;
- g) Annexes:
  - Annex A, Statement of Work;
  - Annex B, Basis of Payment;
  - Annex C, Health & Safety;
  - Annex D, Security Requirements Check List (SRCL);
  - Annex E, the Offeror's offer dated \_\_\_\_\_.

## **11. Certifications**

### **11.1 Compliance**

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

## **12. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Saskatchewan.

## **13. Estimates**

Where an estimate of the cost of performing specific work is required, the Identified User will provide the Offeror with a statement of the work required and the Offeror must provide the Identified User with an estimate of the cost of performing the specified work in accordance with the pricing provision of the Standing Offer. The Offeror must not undertake any of the specified work unless and until a call-up is issued by the Identified User. The estimated cost stated in the call-up must not be exceeded without the specific written authorization of the Identified User.

## **14. Status and Availability of Resources**

If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror is unable to provide a substitute with similar qualifications and experience, Canada may set aside the standing offer.



## B. RESULTING CONTRACT CLAUSES

- 1) The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer:
  - (a) The Contractor must perform the Work described in the call-up against the Standing Offer;
  - (b) General Conditions:

GC1 General Provisions	R2810D	(2012-12-19);
GC2 Administration of the Contract	R2820D	(2012-07-16);
GC3 Execution and Control of the Work	R2830D	(2010-01-11);
GC4 Protective Measures	R2840D	(2008-05-12);
GC5 Terms of Payment	R2550D	(2010-01-11);
GC6 Delays and Changes in the Work	R2865D	(2013-04-25);
GC7 Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8 Dispute Resolution	R2884D	(2008-05-12);
GC9 Insurance	R2590D	(2011-05-16);

Supplementary Conditions

Fair Wages and Hours of Labour - Labour Conditions	R2940D	(2012-07-16);
Allowable Costs for Contract Changes Under GC6.4.1	R2950D	(2007-05-25);

Schedules of Wage Rates for Federal Construction Contracts;

    - (e) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
    - (f) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
    - (g) Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
- 2) The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:  
<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>
- 3) Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Web site:  
[http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment\\_standards/contracts/schedule/index.shtml](http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml).
- 4) The language of the contract documents is the language of the Bid and Acceptance Form submitted.
- 5) A contract is formed between Canada and the Offeror only when a Call-up duly signed is issued by the Departmental Representative and accepted by the Offeror\*. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule, the General Conditions, and the Call-up.



## 1. Supplemental Conditions

**Insert** the following supplementary conditions in the resulting General Conditions:

### 1.1 T1204 – Direct Request by Customer Department A9117C (2007-11-30)

1.1.1 Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c. 1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

1.1.2 To enable departments and agencies to comply with this requirement, the Contractor must provide Canada, upon request, its business number or Social Insurance Number, as applicable. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).

## 2. Term of Contract

### 2.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

## 3. Payment

### 3.1 CHANGES TO GC5 R2550D - TERMS OF PAYMENT

**DELETE** GC5.4, GC5.5, and GC5.6 and **INSERT** the following:

#### GC5.4 Payment

##### Terms of Payment

1. Where the duration of the work identified in a call-up is greater than 30 days, the Contractor may submit monthly progress claims, and shall be entitled to receive progress payments at monthly or other agreed intervals. Subject to verification by the Departmental Representative, payment of the Contractor's invoice for work satisfactorily completed shall be made not later than 30 days after receipt thereof. The due date shall be the 30th day following receipt of a properly submitted invoice.

2. The Contractor shall submit a separate invoice for each Call-up to the Departmental Representative in accordance with any invoicing instructions set out herein. The properly submitted invoice shall be delivered to the Departmental Representative in the agreed format with sufficient detail, information, and backup to permit verification.

The Contractor's invoice shall show the following, as separate items:



(a) the amount of the progress payment being claimed for Work satisfactorily performed excluding GST/HST;

(b) the amount for any tax calculated (GST/HST) in accordance with the applicable federal tax legislation; and

(c) the total amount which shall be the sum of the amounts referred to in (a) and (b) above.

3. The amount of the tax shown on the invoice shall be paid by Canada to the Contractor in addition to the amount of the progress payment for Work satisfactorily performed.

4. If, within 15 days of receipt of the invoice, additional information is requested by the Departmental Representative for the purpose of verification, the 30 day payment period shall commence upon receipt of the requested information. Payment shall be made prior to or on the thirtieth (30) day after receipt of the corrected invoice or the required information.

.1 Any monthly progress payment made to the Contractor may be subject to a 10% holdback which shall be released to the Contractor with the final payment unless the amount held back is required by Canada to remedy any defect in the Contractor's work.

.2 Where the duration of the Work identified in a call-up is equal to or less than thirty (30) days, the Contractor may receive a single payment as full consideration for the Work performed.

5. Upon completion of the Work in the progress claim, the Contractor may be requested to provide a completed and signed statutory declaration containing a declaration that, up to the date of the progress claim, the Contractor has complied with all lawful obligations with respect to the Labour Conditions and that, in respect of the Work, all lawful obligations of the Contractor to its Subcontractors and Suppliers, referred to collectively in the declaration as "subcontractors and suppliers", have been fully discharged before any further payment is made.

6. Upon written notice by a Sub-Contractor, with whom the Contractor has a direct contract, of an alleged non-payment to the Sub-Contractor, the Departmental Representative may provide the Sub-Contractor with a copy of the latest approved progress payment made to the Contractor for the Work.

7. Upon the satisfactory completion of all Work, the amount due, less any payments already made, shall be paid to the Contractor not later than thirty (30) days after receipt of a properly submitted invoice, and upon request, with a Statutory Declaration in accordance with paragraph 5 above.

#### **4.1 Basis of Payment**



The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of Payment in Annex B, to a limitation of expenditure as specified in the call-up. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

#### **4.2 Limitation of Price**

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before they are incorporated into the Work.

#### **4.3 Payment by Credit Card** (to be completed upon award)

The following credit card(s) are accepted: \_\_\_\_\_.

Section GC5.11 Delay in Making Payment, Interest on Overdue Accounts, of GC5 – Terms of Payment R2550D (2010-01-11) will not apply to payments made by credit cards.



## **Annex A**

### **Statement of Work**

**Description:** This Regional Individual Standing Offer (RISO) is for the supply of all necessary labour, equipment, material, supervision and transportation which may include, but not be limited to; the installation and/or repair of sub-flooring, floor covering (carpeting, linoleum, laminate, vinyl, rubber flooring, tile, slate, hardwood, etc) in a variety of locations at the Royal Canadian Mounted Training Academy - Depot Division, Forensic Lab and "F" Division Headquarters in Regina, Saskatchewan. Services are to be provided on an "as required" basis.

#### **1. General Requirements**

- 1.1. Work of all trades must be completed by trained professionals. The Offeror must have in their employ at least one Interprovincial Red Seal Journeyman Floor Covering Installer who will provide on-site supervision at all times.
- 1.2. The Offeror will comply with all applicable bylaws, rules, regulations and codes of Local, Provincial, Federal Authorities and manufactures specifications. The Offeror will pay for all licenses and fees associated with the work.
- 1.3. Where not otherwise stated or specified, the work must conform to at least the minimum standards of the National Building Code and Municipal and Local building, electrical and plumbing codes.
- 1.4. Protect the property during the course of the work. The Offeror will be required to make good, at no extra cost, any damages caused but the Offeror during the performance of this standing offer and restoring any damage to the site to its original condition, to the satisfaction of the Departmental Representative.
- 1.5. The Offeror must provide clearance documentation and certification of all equipment, upon request, at no additional cost.



1.6. The Offeror must provide a site specific Health and Safety Plan which is acceptable to the Departmental Representative, unless this requirement is waived.

1.7. The Offeror must ensure all person(s) working on site conduct themselves in a professional manner.

## **2. Temporary Facilities**

2.1. The Offeror will be responsible for providing their own storage facilities.

## **3. Interpretation of Specifications**

3.1. The Offeror will, before providing a quote or commencement of work, bring to the attention of the Departmental Representative any omission of an item which is obviously intended to be required for a complete job. Failure to do so will not relieve the Offeror of the responsibility of completing the work in accordance with the standard of the contract as though it has been properly incorporated in the documents.

3.2. Offeror will be required to provide a firm price quote for each call up which will be subject to approval by the Departmental Representative prior to commencement of work, unless otherwise requested. Any quote submitted is to include a breakdown of hours and materials.

## **4. Materials**

4.1. All materials that are not required for reuse will become the property of the Offeror and are to be removed from the site.

4.2. All materials used will be new unless otherwise specified and in accordance with the specifications.

## **5. Scheduling of Work**

5.1. All work is to be scheduled with the Departmental Representative or their designate (contact information will be provided in each Call-up) and is to be completed during normal working hours from 08:00 to 16:30 hrs, Monday to Friday, unless otherwise requested. Contact the Departmental Representative at least five (5) days prior to starting the work.

5.2. Commence the work as soon as possible after approval from the Departmental Representative and completion date of the work is to be adhered to with the exception of





unforeseen circumstances. If delays do occur the Departmental Representative must be contacted immediately for a revised completion date to be set.

## **6. Response to Service Requests**

6.1. The Offeror will respond to a service request within four (4) working days.

## **7. Repairs and Replacements**

7.1. Do all repair work necessary in order that good quality results are obtained. All repair work carried out will match existing surfaces, unless otherwise noted.

## **8. Hazardous Materials**

8.1. If any asbestos is found, work is to be stopped and the Departmental Representative must be notified immediately.

## **9. Clean Up**

9.1. Upon completion of the work, leave the area clean and tidy, with all equipment in its original location.

## **10. Invoicing**

10.1 Invoices must be broken down between Training Academy - Depot Division, Forensic Lab and "F" Division Headquarters, as applicable.

## **11. Workers Compensation**

11.1 A Workers Compensation Clearance Letter must be submitted quarterly to the Departmental Representative or submitted with each invoice.

## **12. Safety Measures**

12.1 Observe construction safety measures of the National Building Code (current version), Provincial Government Workers/Workmen Compensation Board and municipal authority provided that in any case of conflict or discrepancy the more stringent requirements are to apply.

12.2 Comply with current confined space and H2S codes and regulations.

12.3 Comply with all Occupational Health & Safety codes



- 12.4 Comply with all safe working practice codes and regulations.
- 12.5 Comply with all Fall Protection regulations
- 12.6 Comply with all electrical safety lock out procedures and code.
- 12.7 Comply with the Canadian Electrical Code and American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) Standards.
- 12.8 Comply with requirements of Workplace Hazardous Materials Information System (WHIMS) regarding use, handling, storage, and disposal of hazardous materials; with labeling and provision of Material Safety Data Sheets acceptable to Labour Program and Health Canada.
- 12.9 Deliver copies of Material Safety Data Sheets to the Departmental Representative, as required.

### **Annex B**

#### **Basis of Payment**

Payments in respect of the agreed price shall be made upon satisfactory performance of the Work, and upon approval of the Departmental Representative, but such payments shall not exceed the amount(s) as specified in the Call Up for the Work without written authorization.

In consideration of the Contractor satisfactorily completing all of its obligations under the resulting Contract, the Contractor will be paid a firm price, Goods and Services Tax or Harmonized Sales Tax extra.

**See Unit Price Schedules at Annex E for details.**

Rates quoted must remain firm for the period of the Standing Offer. GST/HST is not included and is to be shown as a separate item on all invoices.

**Laid down Cost** is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange and customs duty and brokerage, but excludes GST/HST taxes.



**Mark-up** is defined as the difference between the vendor's laid -down cost for a product or service and the resale price to the government (exclusive of GST/HST taxes) consisting of the cost of necessary services, applicable overhead and profit.

## Annex C

For work in the Province of Saskatchewan

### HEALTH AND SAFETY

#### 1. EMPLOYER/PRIME CONTRACTOR

1.1 The Contractor shall, for the purposes of the Occupational Health and Safety Act, Saskatchewan, and for the duration of the Work of the Contract:

1.1.1 act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;

1.1.2 accept the role of Contractor/Principal Contractor/Constructor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and

1.1.3. agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the GC3 - Execution and Control of Work GC 3.7, to the Departmental Representative's order to:

1.1.3.1 accept, as the Contractor/Principal Contractor/Constructor, the responsibility for the Departmental Representative's other Contractor(s); or

1.1.3.2 accept that the Departmental Representative's other Contractor is Contractor/Principal Contractor/Constructor and conform to that Contractor's Site Specific Health and Safety Plan.

#### 2. WORKERS COMPENSATION BOARD AND SAFETY PROGRAM



- 2.1 The recommended Tenderer shall provide to the Contracting Authority, prior to Contract Award:
- 2.1.1 a Workers Compensation Board Rate Statement History;
  - 2.1.2 a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or will be or who are anticipated to be present on the work site(s); and
  - 2.1.3 a Certificate of Recognition (COR) or Registered Safety Plan (RSP) acceptable to the Authority Having Jurisdiction (AHJ). A health and safety policy and program, as required by the respective provincial/territorial Occupational Health and Safety Act, will be acceptable in lieu of a COR or RSP. If none is required by law, a copy of a health and safety policy and program that has been sent to the AHJ for review will also be acceptable, provided that the recommended Tenderer certifies that it has been sent to the AHJ.
- 2.2 The recommended Tenderer shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3 to 5 days after notification) by the Contracting Authority. Failure to comply will result in a breach of promise, at which time the Contracting Authority will be free to approach the next lowest responsive Tenderer.
3. PERMITS, NOTIFICATIONS AND SAFETY PLAN
- 3.1 The Contractor shall provide to the Departmental Representative:
- 3.1.1 prior to the pre-construction meeting, a transmittal and copy of the Advance Notification of Project form, contained herein, as sent to the Authority Having Jurisdiction (AHJ), unless this requirement is waived by the Departmental Representative; and
  - 3.1.2 prior to commencement of work and without limiting the terms of General Instructions to Bidders GI14 and GC4 - Protective Measures GC 4.2
    - 3.1.2.1 copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or (AHJ); and
    - 3.1.2.2 a site specific Health and Safety Plan which is acceptable to the AHJ, unless this requirement is waived by the Departmental Representative.



**WORKERS' COMPENSATION**

It is mandatory that every contractor contracted for work must have an account with the Provincial Worker's Compensation Board/Commission, and coverage shall be extended to cover all employees.

**ADVANCE NOTIFICATION OF CONSTRUCTION PROJECT**

<p>To Provincial Labour Authority:  This Advance Notification is to advise you that we, the listed contractor, will be undertaking a Federal Construction Project within your jurisdiction for which we are designated the Prime/Principal/General Contractor and that we will be the party responsible for the overall coordination of safety on the construction site.</p> <p>A pre-construction meeting for this project will be held at (Location) _____ on (Date) _____ at (Time) _____. An invitation for a representative of the provincial/territorial authority to attend this meeting is extended. The Site Specific Safety Plan will be reviewed at this meeting. Should you wish to attend please contact the name listed below.</p>
--

Date:	File Number:
Contract Amount:	Project Number:
Business/Legal Name of Employer/Prime Contractor (AB)(BC); Employer/Contractor (SK); Employer/Principal Contractor (MB)(QC)(NF&Labrador)(NT & Nunavet); Employer/Constructor (ON)(NS)(NB)(PE)(YT)	
<u>Mailing Address:</u>	<u>Telephone:</u> <u>Fax Number:</u> <u>Contact Name:</u>

**PROJECT DETAILS**

Location of Project	
Nature of Work/Process Undertaken	
Name of Site Superintendent	
Contact Number for Superintendant	



**Royal Canadian Mounted Police**  
**Gendarmerie royale du Canada**

Government  
of Canada

Gouvernement  
du Canada

**Solicitation No. / No de l'invitation:**  
M9424-4-3661/B

Estimated Start Date of Project	
Estimated Project Duration	
Number of Workers to be Employed	

List of Sub-Contractors to be Employed (Use additional Space if Required)

Company Name	Business Address/Location

**OWNER INFORMATION**

Project Owner:	Royal Canadian Mounted Police
Owners Representative:	
Owner Representative Contact Number:	

**Hazardous Regulated Activities**

This is a notification to the Provincial/Territorial Labour Authority of the Hazardous Regulated Activities that are to be undertaken during the project by the Prime/Principal Contractor or Constructor or any sub-contractors. This list may not be inclusive and may be amended from time to time.

Note to Prime/Principal Contractor or Constructor:

Any Hazardous Regulated Activities which are listed must also have elements included in the Site Specific Safety Plan Listing working Procedures for those activities.

Check Box for activities to be undertaken and provide estimated duration of activities in hours/days.

Check	Activity	Estimated Duration
	Working in or with Trenching/Excavation/Tunnels	
	Use of Scaffolding/Swing Stages	
	Working from Heights requiring fall protection systems	
	Crane Operations	
	Working from Heights requiring fall protection systems	
	Crane Operations	
	Work in Confined Spaces	
	Blasting and/or use of explosives	
	Use and or exposure to high voltage electrical	
	Hot Work	



**Royal Canadian Mounted Police**  
**Gendarmerie royale du Canada**

Government  
of Canada

Gouvernement  
du Canada

**Solicitation No. / No de l'invitation:**  
M9424-4-3661/B

	Demolition	
	Use of temporary structures, stairs, ramps or landings, and constructed ladders	
	Use of Heavy Equipment which may/may not require traffic control	
	Working on or near water	
	Working with hazardous substances/regulated products *	
	Working with radiation emitting devices	
	Working with or exposure to Asbestos, PCBs or Lead	

Please list any other hazardous regulated activities, which are not listed, below:

---



---



---



---



---



---



---



---

\* If the work is to occur in an occupied space, as a renovation or a lease fit-up, the Prime/Principal Contractor or Constructor is required to provide copies of MSDSs for all controlled products to the Owner's Representative and to maintain copies on site.

**DISTRIBUTION**

The Prime/Principal Contractor or Constructor is responsible to ensure proper distribution of this form and must provide proof that the form was sent to the Labour Authority. Work activities cannot commence until such proof has been provided. Proof can be by registered mail receipt, or by providing a copy of a fax transmittal notice, or any other means providing indication that the Labour Authority has received this document:

Original: to applicable provincial/territorial labour authority

Copies to: RCMP Departments Representative

A copy of this form is to be posted at the project site prior to the commencement of work.

-----  
**NOTE:**



Please do not include any forms that include personal 3rd party information such as the names of the contractor's employees and their related claims information

**LABOUR AUTHORITY CONTACTS**

The contacts below represent the Labour Authority in the various jurisdictions. They are not representatives of the Workers Compensation. Do not contact the people referenced below for issues pertaining to WCB or WCB Clearances. Those queries must be directed specifically to the WCB, and where the WCB has both a Labour and Compensation component, WCB issues must be directed to the Compensation/Employer Services sections.

Saskatchewan Labour  
Occupational Health and Safety Division  
6th Floor, 1870 Albert Street  
Regina, SK S4P 3V7  
Attn: Executive Director  
Fax 306-787-2208





**Annex E**  
**Part 7(A) – Offer**

Description of Work: Floor Covering and Tile Installer Standing Offer  
Various Projects, RCMP  
Regina, Saskatchewan

**1. OFFER**

.1 This Standing Offer, hereinafter called the "Offer", is made by the undersigned Offeror, hereinafter called the "Offeror", to Her Majesty the Queen in right of Canada, hereinafter called "Her Majesty", as represented by the Minister of Public Works and Government Services, hereinafter called the "Minister";

.2 This Offer is to furnish all necessary tools, plant, equipment, services, materials and labour to execute and complete the Work described above in careful and workmanlike manner;

.3 The Work shall be more particularly described in individual Call-ups to be issued by the Departmental Representative, hereinafter called the "Departmental Representative";

.4 The individual Call-ups may be issued, from time to time, during the period of One (1) Year following the date of this Offer, hereinafter called the "Term", or until the maximum amount as described in subsection 3.1 below is expended, whichever comes first.

.5 Period of the Standing Offer and Extension of Standing Offer

.5.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from award date for one (1) year.

.5.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to



extend its offer for two (2) additional one (1) year option periods, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## **2. GENERAL PROVISIONS**

.1 This Offer when signed by or on behalf of the Offeror, the Specifications referred to in the Unit Price Schedule below and the General Conditions shall constitute the complete Offer subject to the provisions contained therein;

.2 The Hourly Rate and the Unit Price, as offered, govern in calculating each Estimated Total Price; any errors in the extension of the Unit Price and in the addition of the Estimated Total Prices will be corrected in order to obtain the actual Total Estimated Amount;

.3 This Offer supersedes and cancels all communications, negotiations and agreements relating to the Work other than those contained in the Offer;

.4 that this tender may not be withdrawn for a period of 90 days following the tender closing time,

The Offeror agrees:

.1 to carry out individual work projects as requisitioned from time to time by the Departmental Representative in Call-up Against a Standing Offer, form PWGSC/TPSGC 2829 , copies of which the Offeror acknowledges to have in its possession, in accordance with the requirements set out therein and in consideration of payment of amounts to be determined pursuant to section 3. Below;

.2 to provide, on demand from the Departmental Representative, a detailed price estimate, calculated in accordance with section 4 below, and a proposed work schedule for each work project; and

.3 to commence Work promptly upon receipt of each Call-up issued pursuant to this Offer, duly signed by the Departmental Representative.

.5 This Offer does not constitute a binding contract between Her Majesty and the Offeror. The Departmental Representative shall have the right to issue a Call-up with those other offerors which have also submitted offers to Her Majesty.

.6 A contract is formed between Her Majesty and the Offeror only when a Call-up duly signed is



issued by the Departmental Representative and accepted by the Offeror. The Offeror shall then be referred to as "the Contractor" and the Contract includes the Offer, the Specifications referred to in the Unit Price Schedule below, the General Conditions and the Call-up .

.7 The estimated number of hours, the quantities of material and plant, and the amount of the Allowance for Unspecified material set out in the Unit Price Schedule are for the purpose of comparative evaluation of the offers and do not express an obligation on the part of Her Majesty to order any or all of the work, material or plant listed therein.

.8 The Offeror declares that no bribe, gift or benefit has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Her Majesty or to a member of the family of such person, with a view to influence the entry into or the administration of any contract which may result from this Offer.

### **3. FINANCIAL TERMS**

.1 The maximum amount payable by Her Majesty for all call ups issued pursuant to the Standing Offer(s) shall not exceed the amount of \$200,000.00 (Goods and Services Tax or Harmonized Sales Tax excluded).

.2 The amount payable by Her Majesty for Work associated with a Call-up against this Offer shall be based on the Unit Prices set out in section 4 of the Offer or established pursuant thereto. The maximum amount payable for Work associated with any one Call-up shall not exceed the sum of \$60,000.00, Goods and Services Tax or Harmonized Sales Tax excluded. This maximum amount shall be established precisely from said Unit Prices, prior to the issuance of a Call-up. This maximum amount may include an amount not to exceed \$5,000.00. Goods and Services Tax or Harmonized Sales Tax included extra, for a portion of the work which cannot be established precisely from said Unit Prices.

.3 The Offeror shall notify the Departmental Representative when 80% of the amount shown in subsection 3.1 is expended or when there are three (3) months left on the Term of this Offer.

.4 Each item specified in the Unit Price Schedule in subsection 4.1 includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit and all other liabilities whatsoever.

.5 Unspecified Material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in section 4 of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit, and all other expenses.

.6 The prices inserted in section 4 of this Offer include all applicable federal, provincial, and municipal taxes.



.1 However, they do not include any amount for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by her Majesty to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Revenue Canada in accordance with the legislation.

.2 The prices do not include the Québec Sales Tax. The Offeror shall arrange directly with the Province of Québec for the reimbursement of Provincial Sales Tax paid to this Province for the purpose of any contract resulting from this Offer.

.7 Payment by Her Majesty for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is lower.

.8 The cost of subcontract work, including equipment rentals approved by the Departmental Representative, shall be reimbursed at actual cost with the addition of ten (10) percent to cover overhead, profit, and all other expenses. "Actual cost" means all amounts reasonably and properly paid by the Contractor for those parts of the Work carried out by subcontractors.

**.9 Pricing**

.1 The prices requested in the Offer are for:

- .1 service call and hourly rates for regular hours;
- .2 service call and hourly rate for outside of regular hours; and
- .3 service call and hourly rates for Weekend and Statutory Holidays

.2 The rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:

- .1 labour including supervision, allowances and liability insurance;
- .2 travel time;
- .3 transportation/vehicle expenses;
- .4 tools and tackle;
- .5 overhead and profit;
- .6 any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour.

.3 It is considered that regular hours of work fall between 0800 and 1630 hours, Monday to Friday.

**4. PRICES**

All rates are to be provided in Canadian Dollars, FOB destination, GST/HST extra.



**Service Call Rates to include transportation, travel time, vehicle surcharge/costs, labour, supervision, equipment, as well as the first hour of on-site productive labour. Service Call Rates will be paid only on the initial call-out. Should the work carry over subsequent days, the labour rates only will apply. A rate must be entered for each item.**

**4.1 Unit Price Schedule – Rates**

**Schedule A - Period of Standing Offer - from date of award for a one (1) year period:**

Item	Description	Unit of Item	Unit Price	
	Service Call, Including first hour on-site productive labour			
1	Price per Call During Regular working hours (Monday through Friday, 0800 - 1630 hours)			
1a	Journey person - Working Supervisor	Call	\$	
1b	Apprentice	Call	\$	
2	Outside Regular working hours (Monday through Friday)			
2a	Journey person - Working Supervisor	Call	\$	
2b	Apprentice	Call	\$	
3	Weekends and Statutory Holidays			
3a	Journey person - Working Supervisor	Call	\$	
3b	Apprentice	Call	\$	
	Labour only in addition to (1) above:			
4	Price per Hour During Regular working hours (Monday through Friday, 0800 - 1630 hours)			
4a	Journey person - Working Supervisor	Hour	\$	



4b	Apprentice	Hour	\$	
5	Outside Regular working hours (Monday through Friday)			
5a	Journeyman - Working Supervisor	Hour	\$	
5b	Apprentice	Hour	\$	
6	Weekends and Statutory Holidays			
6a	Journeyman - Working Supervisor	Hour	\$	
6b	Apprentice	Hour	\$	
<p>Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of _____% (or published price list less a discount of _____%). A suppliers parts list/catalogue to be provided upon award of standing offer.</p>				

**Schedule B - Option Year One**

Item	Description	Unit of Item	Unit Price	
	Service Call, Including first on-site productive labour			
7	Price per Call During Regular working hours (Monday through Friday, 0800 - 1630 hours)			
7a	Journeyman - Working Supervisor	Call	\$	
7b	Apprentice	Call	\$	
8	Outside Regular working hours (Monday through Friday)			
8a	Journeyman - Working Supervisor	Call	\$	
8b	Apprentice	Call	\$	
9	Weekends and Statutory Holidays			



**Royal Canadian Mounted Police**  
**Gendarmerie royale du Canada**

Government of Canada    Gouvernement du Canada

**Solicitation No. / No de l'invitation:**  
M9424-4-3661/B

9a	Journeyman - Working Supervisor	Call	\$	
9b	Apprentice	Call	\$	
	Labour only in addition to (1) above:			
10	Price per Hour During Regular working hours (Monday through Friday, 0800 - 1630 hours)			
10a	Journeyman - Working Supervisor	Hour	\$	
10b	Apprentice	Hour	\$	
11	Outside Regular working hours (Monday through Friday)			
11a	Journeyman - Working Supervisor	Hour	\$	
11b	Apprentice	Hour	\$	
12	Weekends and Statutory Holidays			
12a	Journeyman - Working Supervisor	Hour	\$	
12b	Apprentice	Hour	\$	
	Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of ____% (or published price list less a discount of ____%). A suppliers parts list/catalogue to be provided upon award of standing offer.			

**Schedule C - Option Year Two**

Item	Description	Unit of Item	Unit Price	
	Service Call, Including first on-site productive labour			
13	Price per Call During Regular working hours (Monday through Friday, 0800 - 1630 hours)			
13a	Journeyman - Working Supervisor	Call	\$	
13b	Apprentice	Call	\$	



**Royal Canadian Mounted Police**  
**Gendarmerie royale du Canada**

Government of Canada  
 Gouvernement du Canada

**Solicitation No. / No de l'invitation:**  
 M9424-4-3661/B

14	Outside Regular working hours (Monday through Friday)			
14a	Journeyman - Working Supervisor	Call	\$	
14b	Apprentice	Call	\$	
15	Weekends and Statutory Holidays			
15a	Journeyman - Working Supervisor	Call	\$	
15b	Apprentice	Call	\$	
	Labour only in addition to (1) above:			
16	Price per Hour During Regular working hours (Monday through Friday, 0800 - 1630 hours)			
16a	Journeyman - Working Supervisor	Hour	\$	
16b	Apprentice	Hour	\$	
17	Outside Regular working hours (Monday through Friday)			
17a	Journeyman - Working Supervisor	Hour	\$	
17b	Apprentice	Hour	\$	
18	Weekends and Statutory Holidays			
18a	Journeyman - Working Supervisor	Hour	\$	
18b	Apprentice	Hour	\$	
	Material and Replacement Parts (except for free issue) at a laid down cost, plus a mark-up of _____% (or published price list less a discount of _____%). A suppliers parts list/catalogue to be provided upon award of standing offer.			





**Annex G**

Journeyperson Floor Covering Installer

Indicate name(s) of Interprovincial Red Seal Journeyperson Floor Covering Installer(s) in the Offerors' employ and a copy of the license must be provided prior to Standing Offer issuance:

---

---

---

---

Annex D

2013 1118249



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

<b>PART A CONTRACT INFORMATION / PARTIE A INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine <b>Royal Canadian Mounted Police</b>	2. Branch or Directorate / Direction générale ou Direction <b>NWR, Depot, F Division, Forensic Lab</b>	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail To fulfill the Standing Offer for a Flooring/Tile installer		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>



**PART A - continued / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
 If Yes, indicate the level of sensitivity:  
 Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
 Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
 Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ          | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT      | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input checked="" type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS |   |   |  |

Special comments: Facility Access with Escort (FA2)  
 Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
 REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
 Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
 If Yes, will unscreened personnel be escorted?  
 Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
 Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
 Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
 Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
 Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
 Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**PART C (continued) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  No / Non  Yes / Oui  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  No / Non  Yes / Oui  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Jeff Dayman		Title - Titre Maintenance Program Manager	Signature
Telephone No. - N° de téléphone 306 780 3831	Facsimile No. - N° de télécopieur 306 780 7779	E-mail address - Adresse courriel Jeff.Dayman@rcmp-grc.gc.ca	Date
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Rachel SOOKOO Team Leader Personnel Security NWR Departmental Security		Title - Titre	Signature <i>Rachel Sookoo</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 2013-04-16
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées) Rachel SOOKOO Team Leader Personnel Security NWR Departmental Security		Title - Titre	Signature <i>Rachel Sookoo</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 2013-04-16

2013/4/16  
*[Signature]*

Appendix 1 - RCMP CERTIFICATE OF INSURANCE/ATTESTATION D'ASSURANCE – GRC  
(To be completed by the Insurer – À être complété par l'Assureur)

<b>CONTRACT - MARCHÉ</b>		Contract No. -N° de contrat	
Description and Location of Work -Description et endroit des travaux		Project No. -N° de projet	
<b>INSURER - ASSUREUR</b>		<b>BROKER - COURTIER</b>	
Name-Nom		Name-Nom	
Address (No., Street)-Adresse (N°, rue)		Address (No., Street)- Adresse (N°, rue)	
City -Ville		City -Ville	
Province	Postal Code -Code postal	Province	Postal Code -Code postal
<b>INSURED - ASSURÉ</b>		<b>ADDITIONAL INSURED -ASSURÉ ADDITIONNEL</b>	
Name of Contractor - Nom de l' entrepreneur		Her Majesty the Queen in right of Canada as represented by the Minister of Public Safety Canada.	
Address (No., Street)-Adresse (N°, rue)		Sa Majesté la Reine du chef du Canada représentée par le Ministre de la Sécurité publique Canada.	
City -Ville			
Province	Postal Code -Code postal		
<p>This insurer certifies that the following policies of insurance are at present in force covering all operations of the Insured. in connection with the contract made between the named insured and Her Majesty the Queen in right of Canada, represented by the Minister of Public Safety Canada.</p> <p>L'assureur atteste que les polices d'assurance suivantes sont présentement en vigueur et couvrent toutes les activités de l'assuré, en fonction du marché conclu entre l'Assuré dénommé et Sa Majesté la Reine du chef du Canada représentée par le Ministre de la Sécurité publique Canada.</p>			
<b>POLICY -POLICE</b>			
Type Genre	Number Numéro	Inception Date Date d'effet	Expiry Date Date d'expiration
Commercial General Liability Responsabilité civile des entreprises			
Builder's Risk "All Risks" Assurance des chantiers « Tous risques »			
Installation Floater "All Risks" Risques d'installation {( Tous risques)}			
Other (List) -Autre (enumerer)			
Each of these policies includes the coverages and provisions as specified in Insurance Terms and each policy has been endorsed to cover Her Majesty as an Additional Insured. The Insurer agrees to notify Her Majesty and the Named insured in writing thirty (30) days prior to any material change in, or cancellation of any policy or coverage.		Chacune des présentes polices renferment les garanties et dispositions spécifiées aux Conditions d'assurances, et chaque police a été amendée pour couvrir Sa Majesté en tant qu'assuré additionnel. L'assureur convient de donner un préavis de trente (30) jours à Sa Majesté et à l'assuré désigné en cas de changement visant la garantie d'assurance	
Name of Insurer's Officer or Authorized Employee Nom du cadre ou de la personne autorisée		Telephone Number Numéro de téléphone	
Signature		Date (Y-A M D-J)	